**Cover Letter Format**

**Your Contact Information**   
Name   
Address   
City, State, Zip Code   
Phone Number   
Email Address

Date

**Employer Contact Information** (use one that you plan to use in the future)  
Name   
Title   
Company  
Address   
City, State, Zip Code

**Salutation**  
Dear Mr./Ms. Last Name, (leave out if you don't have a contact)

**Body of Cover Letter**  
The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

**First Paragraph**   
The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.

**Middle Paragraph(s)**  
The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are interpreting your resume, not repeating it.

**Final Paragraph**   
Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

**Complimentary Close**

Respectfully yours,

**Signature**

Handwritten Signature

Typed Signature